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An Equal Opportunity Employer

To: All DWD Supervisors and Managers

From: Alan D. Degner
Commissioner

Date: October 10, 2003

Subject: DWD Policy 2003 – 16
Employee Compensatory Time Requirements

Re: All Funding Sources Administered by DWD

Purpose: To remind supervisors of compensatory time requirements.

Rescission: DWD Communication 97-7

Content: Compensatory time earned and used by overtime exempt employees must be in accordance with IC 4-15-1.8-7(b), 31 IAC 1-9-2(d)(2), 31 IAC 2-11-2(d)(2), and Financial Management Circular #87-2.1. Exempt employees (positions which carry “professional,” “administrative,” and “executive” responsibilities) must receive prior approval from their supervisors to work extra hours in order to accrue compensatory time off. Generally, compensatory time off is not to accrue for projects that will take less than four hour segments of overtime work. Compensatory time off must be used in half or whole day increments except as otherwise provided in the Family and Medical Leave Act. No exempt employee may use more than three weeks of compensatory time off during a calendar year. Employee Compensatory Time Worksheets (copy attached) are required to be submitted with every attendance report in which compensatory time is earned or used. Accumulated compensatory time off may not be used after an exempt employee has given notice of intent to terminate employment or transfer interagency. Upon termination or interagency transfer, the exempt employee receives no compensation for accumulated compensatory time.

Effective Date: Immediately

Review Date: October 10, 2005

Ownership: DWD Human Resources Division

Action: Supervisors are to follow and inform their qualifying exempt employees of compensatory time requirements. Supervisors are to pre-approve specific work which qualifies for a specified amount of compensatory time. Prior supervisory approval is required before compensatory time is used. Properly completed Employee Compensatory Time Worksheets are to accompany every employee attendance report in which compensatory time is earned or used.

Questions regarding compensatory time requirements are to be directed to Human Resources, at (317) 232-7475.

Attachment: Employee Compensatory Time Worksheet